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21-1558

AGENDA

FOR THE

ADMINISTRATION CAREER BOARD

(*33rd Meeting*)

Thirty-Third Meeting, Monday, 26 May 1958, at 1000 hours
Personnel Conference Room, Curie Hall
Second Floor, Wing G

Page No.

1. Presentation of Minutes of the Thirty-Second Meeting of the Administration Career Board. (For Approval) 1- 3

25X1A9a 2. Presentation of Nomination of Mr. [REDACTED] to Replace Mr. [REDACTED] as Third Member of Working Group of the Administration Career Board. (For Approval) 25X1A9a

25X1A9a 3. Approval of Request for Extension of Tour from January 1960 to June/July 1960 for Mr. [REDACTED], Chief of Support, EE, [REDACTED] The Board approved the extension of Mr. [REDACTED] tour for one year (from January 1959 to January 1960) at the Thirty-First Meeting on 17 March 1958. 25X1A6a

25X1A9a 4. Approval of Assignment of Mr. [REDACTED] for an Indefinite Period (at least one year) to Work with the Flexowriter Task Force.

25X1A 5. Approval of Assignment on a Six-Month Detail Basis of Mr. John [REDACTED] to the Office of Training to Assist in the Revising of the Operations Support Course or to Initiate a New Course for Senior Support Officers.

6. Presentation of Fourth Competitive Promotion Panel Recommendations. (For Approval) (To be distributed at meeting)

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17 June 1958

Support Services Career Development

1. The following plan for further development of the several Support Career Services is presented for your consideration with a view toward revision as deemed appropriate and subsequent recommendations to the Deputy Director (Support).

2. It is believed that the Administration Career Service and other Career Services among the Support components have reached the stage in individual Career Service identification, training, experience, and evaluation, where it is desirable and practicable to proceed in a more formal manner to:

a. Identify and assign the best qualified Support personnel, in consideration of the requirements of specific positions regardless of Career Service designations, with initial emphasis upon foreign field positions and with due consideration to the benefits which a selective interchange of assignments may bring to the central offices of the individual Support components, and the units which they serve in other components of the Agency.

b. Coordinate the rotation of all Support personnel in the foreign field, and in the inter-Career Service (or organizational component) in the domestic field and at Headquarters, in order to schedule rotations in a manner which will ensure uninterrupted service.

c. Offer opportunity to Support specialists in appropriate circumstances to broaden their experience and competency in either the general administration field or in other support specialties (with due regard to the desirability of emphasizing career specialists in some occupational areas).

d. Develop junior grade generalists through planned assignments in appropriate Support components or by progression into the senior general administrative positions.

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e. Afford maximum utilization of personnel through routine and directed assignments to one of the Support components of generalists who cannot profitably be assigned at a given time within the general administrative field, or who have demonstrated greater suitability for a specialty.

3. As a means of accomplishing the above, the following action is suggested:

a. Designate all positions, GS-13 and above, located outside the organizational chain of command of all Support Career Services or components as rotational positions and place all such positions under the jurisdiction (limited as described below) of the Administration Career Service.

b. Exclude from a., above, such specialties as medical, communications, and security positions except those which are primarily general administrative or support in nature (such as Chief of Support or Administrative Officer of a communications organization -- [redacted] etc.).

c. Identify those members of the specialists service who are considered qualified, or potential candidates, for general support duties (or a combination of specialties such as the Certifying/Administrative Officer in some stations).

d. Except for selected developmental assignments, give first consideration for rotational positions to members of the Career Service primarily concerned (Admin. Career Service designees for Chief of Support positions, Logistics Career Service designees for logistics positions, etc.).

e. In scheduling assignments to each rotational position the Steering Committee of the Administration Career Board will consider the nomination of the Career Service primarily concerned as well as all other qualified Support Career Service designees within the grade range. Where there is no candidate deemed better qualified than the nominee of the primary Career Service

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the Secretary of the Administration Career Board will effect that nominee's assignment without further Board action. In all instances where a designee of another Career Service is considered better qualified or more suitable the assignment will be referred to the Administration Career Board for its recommendation to the Deputy Director (Support).

f. In all cases of completion of a tour of duty in a rotational assignment (or other reassessments from such positions) the proposed new assignment will be referred to the Administration Career Board for its recommendation to the Deputy Director (Support). Normally such cases will routinely result in return to the employee's parent Career Service or organizational component, however, all cases will be placed on the agenda for Administration Career Board action in order to ensure full consideration of the special needs of each component or Career Service and to ensure profitable and expeditious assignment in cases where the parent component or Career Service cannot provide timely assignment. In the latter instance, except where there is intent to change the employee's long term career direction, he will retain his appropriate Career Service designation regardless of the component or Career Service to which he is assigned for a definite or indefinite tour.

g. Reincorporate in the Administration Career Service those qualified generalists now designated as "DA" in grades GS-11 and below who were placed under other Career Service jurisdiction while the "SA" and "DA" Services identified and evaluated the members of these groups. Other general administrative employees, GS-11 and below, may also be incorporated into the Administration Career Service as a means of offering them (and the "DA's") opportunity for advancement, and as a means of developing new talent for the general administrative or specialist services under one or more of the management provisions described above.

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4. In summary, adoption of the above suggestions would:

a. Authorize the Administration Career Service to place in competition with the nominee of the primary Career Service any member (GS-13 and above) of any other Support Career Service or component for rotational positions in the interest of selecting the candidate deemed best qualified or most suitable regardless of Career Service designation.

b. Expand the purview of the Administration Career Service by reincorporating the qualified members of the "DA" Service and such other similarly qualified employees of other Services as may be agreed upon.

c. Authorize the Administration Career Board to recommend to the Deputy Director (Support) the directed assignment to one of the Support Career Services or components of any member, regardless of grades, of the Administration or other Support Career Service (including former "DA" designees and similarly qualified employees of other Services or components who may be placed under the Administration Career Service).

5. The above suggestions place no grade limitations on the recommendation for directed assignment to the Support components or Career Services of employees who come under permanent or temporary assignment jurisdiction of the Administration Career Service. However, there is a proposed grade limitation (GS-13 and above) on the jurisdiction of the Administration Career Service with regard to placing members of any Support Career Service or component in competition with the nominee of the prime Career Service for rotational positions. At a later stage in career development it may be desirable to raise or lower this grade limitation.

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